

STATE PERSONNEL BOARD CALENDAR



NOVEMBER 5, 2007

SAN DIEGO

State of California

Memorandum

DATE: **October 25, 2007**

TO: ALL INTERESTED PARTIES

FROM: **STATE PERSONNEL BOARD** – Executive Office

SUBJECT: Notice and Agenda for the **November 5, 2007**, meeting of the State Personnel Board.

PLEASE TAKE NOTICE that on November 5, 2007, at the Doubletree Golf Resort and Hotel, located at 14455 Penasquitos Drive, San Diego, California, 92129, the State Personnel Board will hold its regularly scheduled meeting.

The attached Agenda provides a brief description of each item to be considered and lists the date and approximate time for discussion of the item.

Also noted is whether the item will be considered in closed or public session. Closed sessions are closed to members of the public. All discussions held in public sessions are open to those interested in attending. Interested members of the public who wish to address the Board on a public session item may request the opportunity to do so.

Should you wish to obtain a copy of any of the items considered in the public sessions for the November 5, 2007, meeting, please contact staff in the Secretariat's Office, State Personnel Board, 801 Capitol Mall, MS 52, Sacramento, California 95814 or by calling (916) 653-0429 or TDD (916) 654-2360, or the Internet at:
<http://www.spb.ca.gov/calendar.htm>

Should you have any questions regarding this Notice and Agenda, please contact staff in the Secretariat's Office at the address or telephone numbers above.

A handwritten signature in cursive script, appearing to read "A. Partington".

April Partington
Secretariat's Office

Attachment



CALIFORNIA STATE PERSONNEL BOARD MEETING¹

801 Capitol Mall
Sacramento, California

Public Session Location

Doubletree Golf Resort and Hotel
14455 Penasquitos Drive
San Diego, CA 92129

Closed Session Location

Doubletree Golf Resort and Hotel
14455 Penasquitos Drive
San Diego, CA 92129

FULL MONTH BOARD MEETING – November 5, 2007

¹ Sign Language Interpreter will be provided for Board Meeting upon request - contact Secretariat at (916) 653-0429, or CALNET 453-0429, TDD (916) 654-2360.

FULL MONTH BOARD MEETING AGENDA²

November 5, 2007
9:00 a.m. – 12:30 p.m.
(or upon completion of business)

PLEASE NOTE: ALL TIMES ARE APPROXIMATE AND ARE SUBJECT TO CHANGE

PUBLIC SESSION OF THE STATE PERSONNEL BOARD

(9:00 a.m. – 9:30 a.m.)

- 1. ROLL CALL**
- 2. REPORT OF THE EXECUTIVE OFFICER – Suzanne M. Ambrose**
- 3. REPORT OF THE CHIEF COUNSEL – Elise Rose**
- 4. NEW BUSINESS**

Items may be raised by Board Members for scheduling and discussion for future meetings.

- 5. REPORT ON LEGISLATION – Sherry Evans**

The Board may be asked to adopt a position with respect to the bills listed on the legislation memorandum attached hereto.

(9:30 a.m. – 10:00 a.m.)

- 6. ORAL ARGUMENT**

In the matter of **CASE NO. 05-2721A**. Appeal from dismissal. Health Facilities Evaluator Nurse. Department of Health Services.

² The Agenda for the Board Meetings can be obtained at the following internet address:
<http://www.spb.ca.gov/calendar.htm>

PUBLIC SESSION OF THE STATE PERSONNEL BOARD

(10:00 a.m. – 10:30 a.m.)

7. HEARING – STATE PERSONNEL BOARD AND DEPARTMENT OF PARKS AND RECREATION

Department of Parks and Recreation proposes the establishment of a new class, Lifeguard (Permanent Intermittent), with a six month probationary period and designation of the class as sensitive under State Personnel Board Rule 213 for the purpose of pre-employment drug testing.

CLOSED SESSION OF THE STATE PERSONNEL BOARD

(10:30 a.m. – 10:45 a.m.)

8. EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, AND OTHER APPEALS

Deliberations to consider matter submitted at prior hearing.
[Government Code Sections 11126(d), 18653.]

PUBLIC SESSION OF THE STATE PERSONNEL BOARD

(10:45 a.m. – 11:15 a.m.)

9. HEARING – STATE PERSONNEL BOARD AND DEPARTMENT OF CORRECTIONS AND REHABILITATION

Proposed change to the probationary period for the Registered Nurse, Correctional Facility class from six to twelve months.

CLOSED SESSION OF THE STATE PERSONNEL BOARD

(11:15 a.m. – 12:00 p.m.)

10. EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, AND OTHER APPEALS

Deliberations to consider matter submitted at prior hearing.
[Government Code Sections 11126(d), 18653.]

11. DELIBERATION ON ADVERSE ACTIONS, DISCRIMINATION COMPLAINTS, AND OTHER PROPOSED DECISIONS SUBMITTED BY ADMINISTRATIVE LAW JUDGES

Deliberations on matters submitted at prior hearing; on proposed, rejected, remanded, and submitted decisions; petitions for rehearing; and other matters related to cases heard by administrative law judges of the State Personnel Board or by the Board itself. [Government Code Sections 11126 (c) (3), and 18653.]

12. PENDING LITIGATION

Conference with legal counsel to confer with and receive advice regarding pending litigation when discussion in open session would be prejudicial.
[Government Code sections 11126(e)(1) and 18653.]

Patrick McCollum v. State of California
United States District Court, Northern District of California
Case No. C 04-03339 CRB

Plata, et al. v. Schwarzenegger, et al.
Case No. C01-1351 THE

Colocousis, et al. v. State Personnel Board, et al.
Sacramento Superior Court Case No. 07CS00461

13. RECOMMENDATIONS TO THE LEGISLATURE

Deliberations on recommendations to the legislature.
[Government Code section 18653.]

14. RECOMMENDATIONS TO THE GOVERNOR

Deliberations on recommendations to the Governor.
[Government Code section 18653.]

PUBLIC SESSION OF THE STATE PERSONNEL BOARD

(12:00 p.m. – Onward)

15. **DISCUSSION OF UPCOMING BOARD MEETING SCHEDULE OF NOVEMBER 20, 2007, IN SACRAMENTO, CALIFORNIA**

BOARD ACTIONS:

16. **ADOPTION OF THE STATE PERSONNEL BOARD SUMMARY MINUTES OF OCTOBER 9, 2007**
17. **ADOPTION OF THE PROPOSED STATE PERSONNEL BOARD 2008 MEETING SCHEDULE**
18. **EVIDENTIARY CASES - (See Case Listings on Pages 11-18)**
19. **RESOLUTION EXTENDING TIME UNDER GOVERNMENT CODE SECTION 18671.1 EXTENSION - (See Agenda on Pages 25-26)**
20. **NON-EVIDENTIARY CASES - (See Case Listings on Pages 18 - 22)**
21. **NON-HEARING CALENDAR**

The following proposals are made to the State Personnel Board by either the Board staff or Department of Personnel Administration staff. It is anticipated that the Board will act on these proposals without a hearing.

Anyone with concerns or opposition to any of these proposals should submit a written notice to the Executive Officer clearly stating the nature of the concern or opposition. Such notice should explain how the issue in dispute is a merit employment matter within the Board's scope of authority as set forth in the State Civil Service Act (Government Code section 18500 et seq.) and Article VII, California Constitution. Matters within the Board's scope of authority include, but are not limited to, personnel selection, employee status, discrimination and affirmative action. Matters outside the Board's scope of authority include, but are not limited to, compensation, employee benefits, position allocation, and organization structure. Such notice must be received not later than close of business on the Wednesday before the Board meeting at which the proposal is scheduled. Such notice from an exclusive bargaining representative will not be

entertained after this deadline, provided the representative has received advance notice of the classification proposal pursuant to the applicable memorandum of

understanding. In investigating matters outlined above, the Executive Officer shall act as the Board's authorized representative and recommend the Board either act on the proposals as submitted without a hearing or schedule the items for a hearing, including a staff recommendation on resolution of the merit issues in dispute.

A. BOARD ITEMS PRESENTED BY STATE PERSONNEL BOARD OR DEPARTMENT OF PERSONNEL ADMINISTRATION TO ESTABLISH, REVISE OR ABOLISH CLASSIFICATIONS, ALTERNATE RANGE CRITERIA, ETC.

DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE)

The California Department of Forestry and Fire Protection (CAL FIRE) is proposing to revise the Chief series specification. The revision includes changes to the minimum qualifications (MQs) of the Assistant Chief (Supervisory) classification; updates to the tasks, knowledge, skills, abilities, and terminology of the series based on a recently completed job analysis; addition of a driver's license requirement to the MQs for all classes within the Chief series; and abolishment of the Deputy Chief classification, as the department no longer uses this classification.

B. ABOLISHMENT OF CLASSES THAT HAVE HAD NO INCUMBENTS FOR MORE THAN TWO YEARS. DEPARTMENTS THAT UTILIZE THE CLASS AS WELL AS THE APPROPRIATE UNION HAVE NO OBJECTION TO THE ABOLISHMENT OF THESE CLASSES.

THE DEPARTMENT OF PERSONNEL ADMINISTRATION AND STATE PERSONNEL BOARD propose to abolish the following unused classifications, which have been vacant for more than twenty-four months. Departments that utilize the class as well as the appropriate union have no objection to the abolishment of these classes. When classes are proposed to be abolished which are part of a class series, and other classes within the series will continue to be used, the class specification is included in the board item.

NONE

22. STAFF CALENDAR ITEMS FOR BOARD INFORMATION

NONE

23. CAREER EXECUTIVE ASSIGNMENT (CEA) CATEGORY ACTIVITY

This section of the Agenda serves to inform interested individuals and departments of proposed and approved CEA position actions.

The first section lists position actions that have been proposed and are currently under consideration.

Any parties having concerns with the merits of a proposed CEA position action should submit their concerns in writing to the Classification and Compensation Division of the Department of Personnel Administration, the Merit Employment and Technical Resources Division of the State Personnel Board, and the department proposing the action.

To assure adequate time to consider objections to a CEA position action, issues should be presented immediately upon receipt of the State Personnel Board Agenda in which the proposed position action is noticed as being under consideration, and generally no later than a week to ten days after its publication.

In cases where a merit issue has been raised regarding a proposed CEA position action and the dispute cannot be resolved, a hearing before the five-member Board may be scheduled. If no merit issues are raised regarding a proposed CEA position action, and the State Personnel Board approves it, the action becomes effective without further action by the Board.

The second section of this portion of the Agenda reports those position actions that have been approved. They are effective as of the date they were approved by the Executive Officer of the State Personnel Board.

A. REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS CURRENTLY UNDER CONSIDERATION

**DEPUTY DISTRICT DIRECTOR, ENVIRONMENTAL PLANNING,
DEPARTMENT OF TRANSPORTATION**

The Department of Transportation proposes to allocate the above position to the CEA category. The Deputy District Director develops and implements policies for the planning and directing of five areas, develops short term and long term policies and strategic plan relative to all facets of environmental planning at the state highway system within the District; the position also establishes Division Program Level Action Plans that include the Department's goals, strategies, and performance measures.

CHIEF, CLINICAL OPERATIONS DIVISION, DEPARTMENT OF CORRECTIONS AND REHABILITATION

The Department of Corrections and Rehabilitation proposes to allocate the above position to the CEA category. The Chief, Clinical Operations Division has full responsibility and accountability for the overall planning, policy formulation, organization, direction and administration of the quality improvement program, education, and medical management for clinical operations for CDCR medical units and the Office of the Receiver programs on a statewide basis.

CHIEF, PLANNING & PROJECT MANAGEMENT BRANCH, IT SERVICES DIVISION, DEPARTMENT OF PUBLIC HEALTH

The Department of Public Health proposes to allocate the above position to the CEA category. The Chief is responsible for developing policies to minimize project risk; ensuring that all aspects of IT planning, oversight, and project management support the needs of the departmental programs while adhering to the state's rules and policies that help minimize risk. Additionally, the Chief supports the activities of the Executive Steering Committee, coordinating department-wide IT planning efforts, leading the annual IT planning process, providing oversight of IT acquisitions and control agency documents.

CHIEF, OFFICE OF PUBLIC AFFAIRS (OPA), DEPT OF FOOD AND AGRICULTURE

The Department of Food and Agriculture proposes to transition the existing Exempt position of Director, Public Affairs to Chief, Office of Public Affairs within the CEA category. The Chief is the principle spokesperson for the Agency and State Board; is responsible for promoting public awareness and understanding to the Agency's programs and California agriculture among the Legislature, special interest groups, local government agencies, and the general public. The Chief manages and directs the OPA; is responsible for the development of a comprehensive public affairs program and attendant policies and practices; in addition to reviewing major program and policy changes and developments for the public/media implications.

CHIEF, BUSINESS OPERATIONS, 21ST CENTURY PROJECT, STATE CONTROLLER'S OFFICE

The State Controller's Office proposes to allocate the above position to the CEA category. This position will be responsible for business relations with key stakeholders, business partners, and system integrators to ensure product and services are provided timely and in accordance with

contractual obligations. This position will also ensure that the services provided meet standards of quality, costs, and usability in an effort to assist the SCO in meeting its constitutional/statutory obligation for human resources/payroll services.

SPECIAL ASSISTANT TO THE INSPECTOR GENERAL, OFFICE OF THE INSPECTOR GENERAL

The Office of the Inspector General proposes to allocate the above position to the CEA category. This position will serve as a high-level resource to provide the Inspector General objective, independent advice and recommendations on significant policy issues and activities related to AB 900, the Public Safety and Offender Rehabilitation Services Act of 2007.

DEPUTY DIRECTOR FOR PROGRAM PERFORMANCE AND COMMUNICATIONS, CALFED BAY-DELTA PROGRAM

The Resource's Agency, CALFED Bay-Delta Program proposes to allocate the above position to the CEA category. This position will be responsible for developing, negotiating, and implementing policy related to program performance, multi-agency finance structures, and the public information and public affairs programs for the CALFED Bay-Delta Program.

B. EXECUTIVE OFFICER DECISIONS REGARDING REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS

DEPUTY DIRECTOR, DESIGN SERVICES BRANCH

The Department of Corrections and Rehabilitation's request to allocate the above position has been approved effective October 12, 2007.

DEPUTY DIRECTOR, FACILITY PLANNING BRANCH

The Department of Corrections and Rehabilitation's request to allocate the above position has been approved effective October 12, 2007.

DEPUTY DIRECTOR, ACQUISITIONS BRANCH

The Department of Corrections and Rehabilitation's request to allocate the above position has been approved effective October 12, 2007.

DEPUTY DIRECTOR, ASSET MANAGEMENT BRANCH

The Department of Corrections and Rehabilitation's request to allocate the above position has been approved effective October 12, 2007.

COMMUNICATIONS DIRECTOR

The Department of Personnel Administration's request to allocate the above position has been approved effective October 15, 2007.

24. EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, & OTHER APPEALS

Deliberations to consider matter submitted at prior hearing. [Government Code sections 11126(d), 18653.]

25. WRITTEN STAFF REPORT FOR BOARD INFORMATION

26. PRESENTATION OF EMERGENCY ITEMS AS NECESSARY

27. BOARD ACTIONS ON SUBMITTED ITEMS – (See Agenda on Pages 23-24)

These items have been taken under submission by the State Personnel Board at a prior meeting and may be before the Board for a vote at this meeting. This list does not include evidentiary cases, as those are listed separately by category on this agenda under Evidentiary Cases.

A D J O U R N M E N T

18. EVIDENTIARY CASES

The Board Administrative Law Judges conduct evidentiary hearings in appeals that include, but are not limited to, adverse actions, medical terminations, demotions, discrimination, reasonable accommodations, and whistleblower complaints.

A. BOARD CASES SUBMITTED

These items have been taken under submission by the State Personnel Board at a prior meeting. Cases that are before the Board for vote will be provided under separate cover.

(1) **CASE NO. 05-1007EA**

Appeal from denial of discrimination complaint

Classification: Outside contractor

Department: Department of Transportation

Proposed decision rejected December 19, 2006.

Pending oral argument April 3, 2007, Sacramento.

Oral argument continued.

Oral argument heard July 10, 2007, Sacramento.

Case ready for decision by FULL Board.

(2) **CASE NO. 05-1285A**

Appeal from dismissal

Classification: Public Safety Dispatcher II

Department: Department of California Highway Patrol

Proposed decision rejected January 9, 2007.

Transcript prepared.

Pending oral argument June 5, 2007, Sacramento.

Oral argument continued.

Oral argument heard September 4, 2007, Sacramento.

Case ready for decision by FULL Board.

(3) CASE NO. 06-2010A

Appeal from medical termination

Classification: Administrative Support Coordinator II

Department: California State University, Los Angeles

Proposed decision rejected May 8, 2007.

Transcript prepared.

Oral argument heard August 7, 2007, Pasadena.

Case ready for decision by FULL Board.

(4) CASE NO. 07-1381A

Appeal from dismissal

Classification: Correctional Sergeant

Department: Department of Corrections and Rehabilitation

Proposed decision rejected June 5, 2007.

Transcript prepared.

Oral argument heard October 9, 2007, Sacramento.

Case ready for decision by FULL Board.

(5) CASE NO. 06-4585E

Appeal from denial of reasonable accommodation

Classification: Staff Services Manager II

Department: Commission on Teacher Credentialing

Case taken under submission on October 9, 2007.

(6) CASE NO. 05-1043P

Appeal from dismissal

Classification: Tax Counsel, Range D

Department: Board of Equalization

Petition for rehearing granted June 5, 2007.

Transcript prepared.

Oral argument heard October 9, 2007, Sacramento.

Case ready for decision by FULL Board.

(7) CASE NO. 07-1969

Appeal from five day suspension

Classification: Officer

Department: Department of California Highway Patrol

Case taken under submission on October 22, 2007.

(8) CASE NO. 07-0806PA

Appeal from Executive Officer's disapproval of Unarmed Security Guard Services

Department: California Highway Patrol

Petition for rehearing granted May 8, 2007.

Oral argument heard September 4, 2007, Sacramento.

Case ready for decision by FULL Board.

(9) CASE NO. 07-003 (b)

Appeal from Executive Officer's disapproval of contract

Classification: Janitorial Services

Department:

Petition for rehearing granted May 8, 2007.

Oral argument heard September 4, 2007, Sacramento.

Case ready for decision by FULL Board.

B. CASES PENDING

ORAL ARGUMENTS

These cases are on calendar to be argued at this meeting or to be considered by the Board in closed session based on written arguments submitted by the parties.

(1) CASE NO. 05-2721A

Appeal from dismissal

Classification: Health Facilities Evaluator Nurse

Department: Department of Health Services

C. CHIEF COUNSEL RESOLUTIONS

- (1) Request by Tehama County for Board approval of alternate discipline review system under Government Code § 19802.5.
- (2) Delegation of Authority to Executive Officer to approve back-dated appointments.

COURT REMANDS

This case has been remanded to the Board by the court for further Board action.

NONE

STIPULATIONS

These stipulations have been submitted to the Board for Board approval, pursuant to Government Code, section 18681.

NONE

D. ADMINISTRATIVE LAW JUDGE'S (ALJ) PROPOSED DECISIONS

PROPOSED DECISIONS

These are ALJ proposed decisions submitted to the Board for the first time.

- (1) **CASE NO. 06-1387**
Appeal from dismissal
Classification: Physician and Surgeon (Correctional Facility)
Department: Department of Corrections and Rehabilitation
- (2) **CASE NO. 05-4172**
Appeal from dismissal
Classification: Youth Correctional Officer
Department: Department of Corrections and Rehabilitation
- (3) **CASE NO. 06-423**
Appeal from medical transfer and constructive medical transfer
Classification: Fraud Investigator
Department: Department of Health Services
- (4) **CASE NO. 07-0946**
Appeal from 10 percent reduction in salary for 12 months
Classification: Custodian
Department: Department of General Services

- (5) **CASE NO. 05-3496B**
Appeal from five percent reduction in salary for 3 pay periods
Classification: Correctional Sergeant
Department: Department of Corrections and Rehabilitation
- (6) **CASE NO. 06-0828**
Appeal from 30 work day's suspension
Classification: Correctional Sergeant
Department: Department of Corrections and Rehabilitation
- (7) **CASE NO. 06-3503**
Appeal from ten percent reduction in salary for four pay periods
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
- (8) **CASE NO. 07-1673**
Appeal from five percent reduction in salary for 12 pay periods
Classification: Correctional Lieutenant
Department: Department of Corrections and Rehabilitation
- (9) **CASE NO. 06-3984**
Appeal from six working days suspension
Classification: Correctional Sergeant
Department: Department of Corrections and Rehabilitation
- (10) **CASE NO. 06-3258**
Appeal from 30 work day's suspension
Classification: Correctional Sergeant
Department: Department of Corrections and Rehabilitation
- (11) **CASE NO. 07-0100**
Appeal from five percent reduction in salary for six months
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
- (12) **CASE NO. 06-3373**
Appeal from non-punitive termination
Classification: Psychologist (Health-Facility-Clinical)
Department: Department of Developmental Services
- (13) **CASE NO. 07-0375**
Appeal from 10 percent reduction in salary for 24 months
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation

(14) CASE NO. 06-3249

Appeal from 60 calendar day's suspension

Classification: Program Technician II

Department: Department of Health Services

PROPOSED DECISIONS TAKEN UNDER SUBMISSION AT PRIOR MEETING

These are ALJ proposed decisions taken under submission at a prior Board meeting, for lack of majority vote or other reason.

NONE

PROPOSED DECISIONS AFTER BOARD REMAND

NONE

PROPOSED DECISIONS AFTER SPB ARBITRATION

NONE

E. PETITIONS FOR REHEARING

ALJ PROPOSED DECISIONS ADOPTED BY THE BOARD

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a case already decided by the Board.

(1) CASE NO. 06-4075P

Appeal from dismissal

Classification: Correctional Officer

Department: Department of Corrections and Rehabilitation

WHISTLEBLOWER NOTICE OF FINDINGS

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a Notice of Findings issued by the Executive Officer under Government Code, section 19682 et seq. and Title 2, California Code of Regulations, section 56 et seq.

NONE

F. PENDING BOARD REVIEW

These cases are pending preparation of transcripts, briefs, or the setting of oral argument before the Board.

(1) CASE NO. 06-3534A

Appeal from constructive medical termination

Classification: Psychiatric Technician Assistant

Department: Department of Developmental Services

Proposed decision rejected June 19, 2007.

Transcript prepared.

Pending oral argument December 4-5, 2007, San Francisco.

(2) CASE NO. 06-3014PA

Appeal from punitive transfer

Classification: Correctional Sergeant

Department: Department of Corrections and Rehabilitation

Petition for rehearing granted July 10, 2007.

Transcript prepared.

Pending oral argument October 9, 2007, Sacramento.

Oral argument continued.

Pending oral argument December 4-5, 2007, San Francisco

(3) CASE NO. 07-0850A

Appeal from non-punitive termination

Classification: Clinical Social Worker

Department: Department of Corrections and Rehabilitation

Proposed decision rejected September 24, 2007.

Pending transcript.

(4) CASE NO. 05-2721A

Appeal from dismissal

Classification: Health Facilities Evaluator Nurse

Department: Department of Health Services

Proposed decision rejected June 5, 2007.

Transcript prepared.

Pending oral argument November 5, 2007, San Diego.

- (5) **CASE NO. 05-3327A**
Appeal from dismissal
Classification: Medical Technical Assistant
Department: Department of Corrections and Rehabilitation

Proposed decision rejected July 10, 2007.
Pending transcript.

- (6) **CASE NO. 06-1413PA**
Appeal from five percent reduction in salary for six months
Classification: Registered Nurse
Department: Department of Corrections and Rehabilitation

Petition for rehearing granted August 7, 2007.
Transcript prepared.
Pending oral argument December 4-5, 2007, San Francisco.

20. NON-EVIDENTIARY CASES

A. WITHHOLD APPEALS

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

WITHHOLD FROM CERTIFICATION CASES HEARD BY A STAFF HEARING OFFICER

NONE

WITHHOLD FROM CERTIFICATION CASES NOT HEARD BY A STAFF HEARING OFFICER

- (1) **CASE NO. 06-2839N**
Classification: Correctional Officer
Department: California Department of Corrections & Rehabilitation
Issue: Suitability; gang affiliation.
- (2) **CASE NO. 06-3093N**
Classification: Correctional Officer
Department: California Department of Corrections & Rehabilitation
Issue: Suitability; provided inaccurate employment information and a negative employment and driving record.

- (3) **CASE NO. 06-2254N**
Classification: Correctional Officer
Department: California Department of Corrections & Rehabilitation
Issue: Suitability; termination from employment within one year of applying to the CDCR.
- (4) **CASE NO. 06-2602N**
Classification: Correctional Officer
Department: California Department of Corrections & Rehabilitation
Issue: Suitability; termination from employment within one year of applying to the CDCR.
- (5) **CASE NO. 06-2410N**
Classification: Correctional Supervising Cook, Correctional Facility
Department: California Department of Corrections & Rehabilitation
Issue: Suitability; does not meet the minimum qualifications for the CSC exam.
- (6) **CASE NO. 06-3005N**
Classification: Cadet, CHP
Department: California Highway Patrol
Issue: Suitability; drug usage and negative employment record.
- (7) **CASE NO. 06-3125N**
Classification: Cadet, CHP
Department: California Highway Patrol
Issue: Suitability; negative employment history and a negative driving record.
- (8) **CASE NO. 06-3121N**
Classification: Correctional Officer
Department: California Department of Corrections & Rehabilitation
Issue: Suitability; termination from employment within one year of applying to the CDCR.
- (9) **CASE NO. 06-3134N**
Classification: Correctional Officer
Department: California Department of Corrections & Rehabilitation
Issue: Suitability; negative employment, failure to comply with legal obligations, and omitted pertinent information.
- (10) **CASE NO. 06-2187N**
Classification: Office Technician (Typing)
Department: California State Personnel Board
Issue: Suitability; does not meet the minimum qualifications for the OT(T) exam.

- (11) **CASE NO. 06-3090N**
Classification: Correctional Officer
Department: California Department of Corrections & Rehabilitation
Issue: Suitability; omitted pertinent information, a negative driving record and negative school contacts.
- (12) **CASE NO. 06-3091N**
Classification: Correctional Officer
Department: California Department of Corrections & Rehabilitation
Issue: Suitability; negative law enforcement contacts.
- (13) **CASE NO. 06-2113N**
Classification: Correctional Officer
Department: California Department of Corrections & Rehabilitation
Issue: Suitability; misdemeanor conviction within one year of application.
- (14) **CASE NO. 06-3103N**
Classification: Correctional Officer
Department: California Department of Corrections & Rehabilitation
Issue: Suitability; illegal drug use.
- (15) **CASE NO. 06-3128N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; negative law enforcement contacts and negative driving record.
- (16) **CASE NO. 06-1084N**
Classification: Correctional Officer
Department: California Department of Corrections & Rehabilitation
Issue: Suitability; illegal drug use
 - **CASE NO. 07-0244N**
Classification: Correctional Officer
Department: California Department of Corrections & Rehabilitation

B. MEDICAL AND PSYCHOLOGICAL SCREENING APPEALS

Cases heard by a Staff Hearing Panel comprised of a managerial staff member of the State Personnel Board and a medical professional. The Board will be presented recommendations by a Hearing Panel on each appeal.

NONE

**C. EXAMINATION APPEALS
MINIMUM QUALIFICATIONS
MERIT ISSUE COMPLAINTS**

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

NONE

**D. RULE 211 APPEALS
RULE 212 OUT OF CLASS APPEALS
VOIDED APPOINTMENT APPEALS**

Cases heard by a Staff Hearing Officer, or a managerial staff member of the State Personnel Board. The Board will be presented recommendations by a Staff Hearing Officer for final decision on each appeal.

NONE

E. REQUEST TO FILE CHARGES CASES

Investigated by Appeals Division staff. The Board will be presented recommendations by Appeals Division staff for final decision on each request.

NONE

PETITIONS FOR REHEARING CASES

NONE

SUBMITTED

1. TEACHER STATE HOSPITAL (SEVERELY), ETC.

Departments of Mental Health and Developmental Services. (Hearing held December 3, 2002.)

2. VOCATIONAL INSTRUCTOR (SAFETY) (VARIOUS SPECIALTIES)

Departments of Mental Health and Developmental Services. (Hearing held December 3, 2002.)

3. TELEVISION SPECIALIST (SAFETY)

The Department of Corrections proposes to establish the new classification Television Specialist (Safety) by using the existing Television Specialist class specification and adding "Safety" as a parenthetical to recognize the public aspect of their job, additional language will be added to the Typical Tasks section of the class specification and a Special Physical Characteristics section will be added. (Presented to Board March 4, 2003.)

4. HEARING – Personal Services Contract #04-03

Appeal of the California State Employees Association from the Executive Officer's April 15, 2004, Approval of Master Contracts between the California Department of Corrections and Staffing Solutions, CliniStaff, Inc., Staff USA, Inc., CareerStaff Unlimited, MSI International, Inc., Access Medical Staffing & Service, Drug Consultants, Infinity Quality Services Corporation, Licensed Medical Staffing, Inc., Morgan Management Services, Inc., Asereth Medical Services, and PrideStaff dba Rx Relief. (Hearing held August 12, 2004.)

5. HEARING

Proposed new and revised State Personnel Board Regulations effecting equal opportunity, discrimination complaints and reasonable accommodation policies and procedures. (Hearing held July 7, 2004.)

6. HEARING – PROPOSED AMENDMENTS TO REGULATIONS CONCERNING PROCEDURES THAT APPLY TO COST SAVINGS PERSONAL SERVICES CONTRACTS UNDER GOVERNMENT CODE SECTION 19130(a) (Hearing held July 10, 2007.)

7. CASE NO. 05-4007EA

Appeal from denial of discrimination complaint. Outside contractor. Department of Transportation. (Oral argument held July 10, 2007.)

- 8. PERSONAL SERVICES CONTRACT NO. 07-01.** Appeal of the Department of the California Highway Patrol (CHP) from the Executive Officer's February 21, 2007, Disapproval of CHP's Personal Services Contracts for Custodial Services at the following offices: Torrance Area Office (RFP 078CP62001); Yolo Area Office (RFP 078CP6159); Burney Area Office (RFP 078CP5634R); Anaheim Area Office (RFP 078CP6171); Los Angeles Area Office (RFP 078CP6167); Monterey Park Area Office (RFP 078CP6170); Oceanside Area Office (RFP 078CP6141); Blythe Area Office (RFP 078CP6139); Santa Ana Area Office (RFP 078CP5905R); and Redwood City Area Office (RFP 078CP6143I). (Oral argument held July 10, 2007.)
- 9. CASE NO. 06-2010A.** Appeal from medical termination. Administrative Support Coordinator II. California State University, Los Angeles. (Oral argument held August 7, 2007.)
- 10. CASE NO. 05-1285A.** Appeal from dismissal. Public Safety Dispatcher II. Department of the California Highway Patrol. (Oral argument held September 4, 2007.)
- 11. PERSONAL SERVICES CONTRACT NO. 06-03, CASE NO. 07-0806PA.** Appeal in the matter of the Executive Officer's disapproval of Unarmed Security Guard Services contract. Department of the California Highway Patrol. (Oral argument held September 4, 2007.)
- 12. PERSONAL SERVICES CONTRACT NO. 07-02, CASE NO. 07-003(b)** Appeal in the matter of the Executive Officer's disapproval of the Janitorial Services contract. Department of Health Services. (Oral argument held September 4, 2007.)

NOTICE OF GOVERNMENT CODE SECTION 18671.1 RESOLUTION

Since Government Code section 18671.1 requires that cases pending before State Personnel Board Administrative Law Judges (ALJ's) be completed within six months or no later than 90 days after submission of a case, whichever is first, absent the publication of substantial reasons for needing an additional 45 days, the Board hereby publishes its substantial reasons for the need for the 45-day extension for some of the cases now pending before it for decision.

An additional 45 days may be required in cases that require multiple days of hearings, that have been delayed by unusual circumstances, or that involve any delay generated by either party (including, but not limited to, submission of written briefs, requests for settlement conferences, continuances, discovery disputes, pre-hearing motions). In such cases, six months may be inadequate for the ALJ to hear the entire case, prepare a proposed decision containing the detailed factual and legal analysis required by law, and for the State Personnel Board to review the decision and adopt, modify or reject the proposed decision within the time limitations of the statute.

Therefore, at its next meeting, the Board will issue the attached resolution extending the time limitation by 45 days for all cases that meet the above criteria, and that have been before the Board for less than six months as of the date of the Board meeting.

GOVERNMENT CODE SECTION 18671.1 RESOLUTION

WHEREAS, Section 18671.1 provides that, absent waiver by the appellant, the time period in which the Board must render its decision on a petition pending before it shall not exceed six months from the date the petition was filed or 90 days from the date of submission; and

WHEREAS, Section 18671.1 also provides for an extension of the time limitations by 45 additional days if the Board publishes substantial reasons for the need for the extension in its calendar prior to the conclusion of the six-month period; and

WHEREAS, the Agenda for the instant Board meeting included an item titled "Notice of Government Code section 18671.1 Resolution" which sets forth substantial reasons for utilizing that 45-day extension to extend the time to decide particular cases pending before the Board;

WHEREAS, there are currently pending before the Board cases that have required multiple days of hearing and/or that have been delayed by unusual circumstances or by acts or omissions of the parties themselves;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the time limitations set forth in Government Code section 18671.1 are hereby extended an additional 45 days for all cases that have required multiple days of hearing or that have been delayed by acts or omissions of the parties or by unusual circumstances and that have been pending before the Board for less than six months as of the date this resolution is adopted.

* * * * *



1

(Cal. 11/05/07)

TO: Members
State Personnel Board

FROM: State Personnel Board - Legislative Office

SUBJECT: LEGISLATION

There is no written legislative report at this time. I will give a verbal presentation on any legislative action that has taken place that will be of interest to the Board.

Please contact me directly should you have any questions or comments regarding any bills that you may have an interest in. I can be reached at (916) 653-0453.

A handwritten signature in cursive script that reads 'Sherry A. Evans'.

Sherry A. Evans
Director of Legislation

TO: STATE PERSONNEL BOARD

FROM: Kathy Darling
Department of Personnel Administration

REVIEWED BY: Margie Imai, Program Manager
Department of Personnel Administration

Josie Fernandez, Program Manager
Department of Personnel Administration

SUBJECT: Proposed Establishment of the Lifeguard (Permanent Intermittent) classification, with a six month probationary period and designation of the class as sensitive for the purpose of pre-employment drug testing.

REASON FOR HEARING:

The Department of Parks and Recreation (Parks) is proposing to establish a new classification, Lifeguard (Permanent Intermittent) (PI) to recognize the work of the non-peace officer lifeguard that performs work on a permanent intermittent basis only; and designation of the class as "sensitive" under State Personnel Board Rule 213; and to require drug testing prior to appointment as a minimum qualification in the class specification. This classification is being established to provide health benefits as provided in the bargaining unit contract.

Parks desires to conduct pre-employment drug testing of individuals who wish to be appointed to positions in the Lifeguard (PI) classification. In such cases, California Code of Regulations (CCR) Section 213 requires the appointing power to adequately document the sensitivity of the classes in question, the consequences of drug-related behavior on the job, and the job relatedness of drug testing for the class; and request in a public hearing that the Board designate the class as "sensitive" and approve the minimum qualifications for the class to include a drug testing requirement. This hearing is to allow the Board to hear from Parks and other interested members of the public before reaching a final decision.

CCR Section 213 specifies the conditions under which pre-employment drug testing may be required. The regulation requires the employer to document the sensitivity of the classes and the consequences of drug related behavior by demonstrating that the duties involve a greater than normal level of trust for, responsibility for, or impact on the health and safety of others; and errors in judgment, inattentiveness, or diminished coordination, dexterity, or composure while performing the duties could clearly result in mistakes that would endanger the health and safety of others; and employees in these positions work with such independence that it cannot be safely assumed that mistakes such as those described could be prevented by a supervisor or another employee.

CONSULTED WITH:

Olivia Suber, Department of Parks and Recreation
Karen Hirsch, Department of Parks and Recreation
Alex Peabody, Department of Parks and Recreation
Joe Milligan, Department of Parks and Recreation
Karl Tallman, Department of Parks and Recreation

Debbie True, Department of Personnel Administration
 Kristine Rodrigues, Department of Personnel Administration
 Mike Strazzo, State Personnel Board
 Carol Ong, State Personnel Board
 Daphne Baldwin, State Personnel Board
 Kasey Clark, California Statewide Law Enforcement Association

In accordance with the terms of the DPA/CSLEA contract, DPA has notified the union in writing of this proposal.

CLASSIFICATION CONSIDERATIONS:

Parks is proposing this permanent intermittent non-peace officer Lifeguard class perform a variety of aquatic services at State ocean and inland beaches, underwater parks, and recreation areas. These duties are more extensive than the seasonal duties that exist for the seasonal Lifeguard class. Specifically, incumbents perform life-saving and technical duties involving public contact and beach and aquatic safety patrol, emergency dispatch, interpretation, resource protection, and program operations. The Lifeguard (PI) may act as a leadperson for seasonal lifeguard classifications, and receives direction and leadership from the permanent peace officer lifeguard and/or ranger classifications. The Lifeguard (PI) will also have primary responsibility for the Junior Lifeguard and volunteer programs.

Knowledges, Skills and Abilities:

Parks conducted a job analysis and as a result, the Lifeguard (PI) classification includes the same knowledges, skills and abilities (KSA's) as the Lifeguard (Seasonal) as well as additional KSA's. They include knowledge of dispatching of lifeguard towers and operations; techniques and procedures of conducting search and rescue; basic principles of dealing with the public; basic mathematics as required in accounting for funds; basic grammar and spelling as required in preparing reports and records; general resource management and protection; principal recreational areas of the State of California. The ability to perform duties that require physical strength and agility; assist in leading and training seasonal lifeguard staff; plan work schedules and assignments; interpret and follow directions and instructions; communicate effectively in English at a level appropriate to the class; learn the principles and practices used in the conservation and interpretation of natural resources; learn to use tools and equipment used on the job; work safely; learn to deal tactfully with individuals and groups; apply theory to practical situations; analyze situations accurately and adopt an effective course of action.

PROBATIONARY PERIOD:

Parks proposes to establish a six month probationary period for the Lifeguard (PI) classification.

STATUS CONSIDERATIONS:

As this is a new classification with no existing incumbents, there are no status considerations. Parks will conduct examinations and make appointments to the class.

OTHER CONSIDERATIONS:

Parks has a business need and safety concern to include certain additional requirements for the Lifeguard (PI). These are requirements that are also required for other permanent Lifeguard classifications and are related to the responsibility for working with and around children and the public safety of all park visitors. Specific requirements include a minimum age requirement of 18 years of age; a physical suitability examination by a licensed medical doctor; background investigation in accordance with Penal Code 11105.3; and a drug testing requirement.

The physical suitability examination and minimum age requirements ensure that a candidate has the physical abilities and emotional maturity to meet the demands of the job and to protect the public's safety. The Lifeguard (PI) will have primary responsibility for the Junior Lifeguard program where they may be responsible for upwards of 200 minors.

Penal Code 11105.3 states in part.....Notwithstanding any other law, a human resource agency or an employer may request from the Department of Justice records of all convictions or any arrest pending adjudication involving the offenses specified in subdivision (a) of Section 15660 of the Welfare and Institutions Code of a person who applies for a license, employment, or volunteer position, in which he or she would have supervisory or disciplinary power over a minor or any person under his or her care. The department shall furnish the information to the requesting employer and shall also send a copy of the information to the applicant.

The drug screening requirement is a necessity as the classification performs safety functions, and an employee under the influence would present an immediate threat to public safety. As a result, Parks has requested that this classification be designated as safety sensitive in accordance with DPA Rule 599.961 whereby drug or alcohol affected performance could clearly endanger the health and safety of others.

The following information addresses the requirements listed in 2CCR Section 213:

- 1) As described under classification considerations in this memo, The Lifeguard (PI) has a greater than normal level of trust as they safeguard the public as they provide aquatic services at State ocean and inland beaches, underwater parks, and recreation areas. They also have the primary responsibility for the Junior Lifeguard which requires the oversight of upwards of 200 minor children. It is critically important that the Lifeguard be of sound mind and body in order to carry out the responsibilities of the position.
- 2) The primary responsibilities of the Lifeguard (PI) require the incumbents to swim at a level sufficient to perform lifesaving activities; perform duties that require physical strength and agility; apply standard first-aid procedures and resuscitation methods; remain alert; analyze situations accurately; think and act quickly and take command in emergencies; and work safely.
- 3) Lifeguard (PI) personnel are assigned throughout the Department in either an open water environment or at a reservoir. Incumbents in these positions perform technical duties involving public contact and beach and aquatic safety, patrol, emergency dispatch, detect and rescue persons or vessels in distress, provide emergency medical aid and resuscitation, provide interpretive programs to the public, and administer the Junior Lifeguard Program. The Junior Lifeguard Program requires incumbents to work alone with children and assume

the responsibility of protecting lives of others and able to make operational decisions regarding this program, independent of supervisors.

Employees working as a Lifeguard (PI) must be able to make independent decisions in times of emergency and crisis intervention – as well as during routine tasks – and act without the guidance of a supervisor and/or another employee. The ability to analyze situations accurately and take effective action is required for this job. A Lifeguard (PI) impaired by drug usage would not be able to make appropriate decisions regarding the assessment of critical situations, thereby creating situations with serious and/or life threatening consequences for themselves, other staff, and the visiting public.

It is necessary to screen at the pre-employment level to identify persons who are impaired by drugs to protect other workers and the general public from accidents and injuries that their inattentiveness may cause; and to maintain a safe, healthful work environment free of illegal drug use.

RECOMMENDATIONS:

1. That the class of Lifeguard (Permanent Intermittent) be established;
2. That the Lifeguard (Permanent Intermittent) classification be designated as “sensitive” pursuant to the California Code of Regulations (2CCR) Section 213 for the purpose of pre-employment drug testing;
3. That the proposed specification with minimum qualifications to include pre-employment drug testing as shown in this calendar be adopted; and that the probationary period be six months.

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

Schematic Code: BS46
Class Code: 0985
Established:
Revised: --
Title Changed: --

LIFEGUARD (PERMANENT INTERMITTENT)

DEFINITION

This specification describes a non-peace officer class in the Department of Parks and Recreation that is used to perform a variety of aquatic services at State ocean and inland beaches, underwater parks, and recreation areas on a permanent intermittent basis only.

Under general supervision, incumbents perform life-saving and technical duties involving public contact and beach and aquatic safety patrol, and assist with aquatic safety program operations. The Lifeguard (Permanent Intermittent) may act as a leadperson for seasonal lifeguard classifications, and receives direction and leadership from the permanent peace officer lifeguard and/or ranger classifications. Incumbents may lead Junior Lifeguard and volunteer programs.

TYPICAL TASKS

Positions in this classification perform technical duties in State park units involving aquatic safety, patrol, emergency dispatch, interpretation, resource protection, and program operations, and may lead seasonal lifeguard staff.

Incumbents perform patrol duties by vehicle, boat, and foot patrol; detect and rescue persons or vessels in distress; provide emergency medical aid and resuscitation; notify headquarters of accidents and rescues; prepare reports; remove hazards; assist the public and advise visitors of rules and regulations; and take command in emergencies. Incumbents may also perform radio dispatching; operate, inspect, and perform maintenance on emergency rescue equipment, vehicles, and vessels; assist in the training of personnel in all phases of life-saving activities and operation and maintenance of emergency rescue equipment; and may do other related work.

Incumbents may perform ocean, surf, river, and lake rescue; scuba diving; off-road vehicle and All Terrain Vehicle patrol; and specialized assignments that include cliff rescue.

Incumbents may administer the Junior Lifeguard program; lead volunteer programs; provide dispatch services for aquatic operations; participate in the hiring and scheduling of seasonal lifeguard staff; plan work schedules and assignments; prepare public safety and statistical reports; and provide interpretive programs to the public and staff.

MINIMUM QUALIFICATIONS

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. (Applicants who do not possess the license will be admitted to the examination, but they must produce evidence of the license before they can be considered eligible for appointment.)

and

Possession of (1) a current Department of Parks and Recreation Emergency Medical Responder certificate or equivalent; and (2) a current Department of Parks and Recreation Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED), American Red Cross CPR/AED for the Professional Rescuer, or equivalent certificate. A current Emergency Medical Technician (EMT) certificate that is approved by the Department of Emergency Medical Services Authority may be substituted for both of the required certificates. Applicants who do not possess these certificates will be admitted to the examination, but they must produce evidence of the certificates before they can be considered eligible for an appointment.

and

Equivalent to six months of experience performing the duties of an open water lifeguard in other than swimming pools or water parks.

KNOWLEDGE AND ABILITIES

Knowledge of: First-aid procedures and resuscitation methods; surf, ocean, lake, and river swimming, bathing, and boating hazards; first-aid and rescue equipment use and maintenance; application of basic life-support to the level of Department Emergency Medical Responder/EMT for patient care; dispatching of lifeguard towers and operations; techniques and procedures of conducting search and rescue; basic principles of dealing with the public; basic mathematics as required in accounting for funds; basic grammar and spelling as required in preparing reports and records; general resource management and protection; and principal recreational areas of the State of California.

Ability to: Swim at a level sufficient to perform life-saving activities; perform duties that require physical strength and agility; learn and apply standard first-aid procedures and resuscitation methods; interpret and follow directions and instructions; remain alert; analyze situations accurately; think and act quickly and take command in emergencies; establish and maintain good working relations; communicate effectively in English at a level appropriate to the class; assist in leading and training seasonal lifeguard staff; plan work schedules and assignments; follow written and oral instructions; learn the principles and practices used in the conservation and interpretation of natural resources; learn to use tools and equipment used on the job; work safely; learn to deal tactfully with individuals and groups; apply theory to practical situations; and analyze situations accurately and adopt an effective course of action.

AGE REQUIREMENT

Minimum age for appointment: 18 years.

DRUG TESTING REQUIREMENT

This classification has been designated as safety sensitive in accordance with Department of Personnel Administration Rule 599.961, whereby drug and alcohol affected performance could clearly endanger the health and safety of others. Applicants for positions in this class are required to pass a drug screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.

SPECIAL REQUIREMENTS

Possession of a current Department of Parks and Recreation Lifeguard Training Program Certificate, or successful completion of the Department's Lifeguard Training Program is required prior to appointment. The Department Lifeguard Training Program is to be specific for the job assignment: i.e., Inland Lifeguard Training for assignment to a reservoir or lake, or Ocean Lifeguard Training for assignment to a coastal beach or park. Annual renewal of the Lifeguard Training Program certificate is required.

In accordance with Penal Code 11105.3, a background investigation will be conducted prior to appointment. Persons unsuccessful in the investigation cannot be appointed in this classification. A candidate in this classification is to be fingerprinted for search of local, State, and national fingerprint files to disclose any criminal conviction unless otherwise provided by law.

A physical suitability examination by a licensed medical doctor is to be completed prior to appointment. Persons who are not successful in these examinations cannot be appointed in this classification.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to work long and irregular hours, weekends, and holidays; tact and diplomacy; dependability; emotional maturity sufficient to assume the responsibility of protecting lives of others; and willingness to conform to prescribed uniform standards and personal appearance standards.

SPECIAL PHYSICAL CHARACTERISTICS

Physical strength, endurance, and agility necessary to perform lifesaving activities; ability to swim at a level to perform lifesaving activities; mentally alert; hearing in each ear sufficient to perform the essential functions of the job; a best-corrected visual acuity of 20/20 or better in each eye; an uncorrected visual acuity of 20/40 or better in each eye; a peripheral visual field of at least 120 degrees horizontally and 100 degrees vertically in each eye; normal color vision, as determined by Ishihara or other color plate tests; pass a swimming/running performance test as determined by the Department prior to appointment and on an annual basis.

ADDITIONAL DESIRABLE QUALIFICATIONS

Education equivalent to completion of the 12th grade.

TO: STATE PERSONNEL BOARD

FROM: Phyllis Bonilla
Personnel Program Advisor
Classification and Compensation Division
Department of Personnel Administration

REVIEWED BY: Josie Fernandez
Program Manager
Classification and Compensation Division
Department of Personnel Administration

SUBJECT: Proposed change in probationary period from six (6) months to twelve (12) months for the classification of Registered Nurse, Correctional Facility.

REASON FOR HEARING:

The Department of Corrections and Rehabilitation Plata Support Division, Personnel Services proposes to change the probationary period for the Registered Nurse, Correctional Facility (RN, CF) class from six to twelve months. The Service Employees International Union (SEIU) has requested a hearing to address their concerns regarding this proposal. Interested parties may also share their concerns or issues with the five-Member Board.

CONSULTED WITH:

Kathy Stigall, Deputy Director, Plata Personnel Services, CDCR
Kay Norris, Chief Office of Personnel Services, CDCR
Phyllis Bonilla, Department of Personnel Administration
Daphne Baldwin, State Personnel Board

In accordance with the terms of the DPA/Service Employees International Union (Bargaining Unit 17) contract, the Department of Personnel Administration has notified the union in writing of this proposal.

CLASSIFICATION CONSIDERATIONS:

Please see attached.

RECOMMENDATION:

That all appointments to the class of Registered Nurse, Correctional Facility, that require a probationary period and that are effective on or after November 5, 2007, shall require service of a one-year probationary period before an employee may attain permanent status in the class.

B. CLASSIFICATION CONSIDERATIONS

Instructions: Complete only if Concept (Part A) approved by DPA. Include headings (Background, Classification Considerations, etc.) if using additional paper. Only complete applicable questions (i.e., provide enough information to support the proposal). Respond to each of these questions and return with signed-off transmittal to your DPA and SPB Analysts.

BACKGROUND

1. Provide some historical perspective about the organizational setting of the subject class(es) and the needs that this request addresses.

The proposed change is to the Registered Nurse, Correctional Facility (RN,CF) classification. The current probationary period for the RN, CF is six (6) months. All other Registered Nurse classifications have a twelve (12) month probationary period.

CLASSIFICATION CONSIDERATIONS

2. What classification(s) does the subject class(es) report to?

Supervising Registered Nurse I, II and III, CF.

3. Will the subject class(es) supervise? If so, what class(es)?

The RN, CF is a rank-and-file classification; however, the specification states incumbents in the class provide clinical supervision to other staff and supervises inmates or youthful offenders.

4. What are the specific duties of the subject class(es)?

In a correctional facility, the RN, CF plans and implements nursing care including administration of medication, therapeutic agents, treatments, disease prevention, and restorative measures ordered by a physician; assists physicians with medical and/or minor surgical procedures; obtains specimens for diagnostic testing; performs assessment and ongoing monitoring of patients' physical and psychosocial status; evaluates effectiveness of nursing care and treatment regimen; collaborates with physicians and other health care providers; provides clinical supervision to other nursing staff to ensure quality patient care; documents nursing care in the medical record; ensures safety of patients; provides patient teaching and/or discharge planning for continuity of care; monitors work areas for safety and cleanliness; instructs departmental and other staff on health issues; administers first aid in emergencies; maintains and prepares other records and reports; assists in inmates' or youth offenders' movements; serves as nursing expert on various committees. The RN, CF is also a safety classification and is responsible for maintaining order and supervising the conduct of persons committed to an Adult Institution or Juvenile Justice Facilities; preventing escapes and injury by these persons to themselves, others or to property; maintaining security of working areas and work materials; inspecting premises and searching inmates or youthful offenders for contraband, such as weapons or illegal drugs.

5. What is the decision-making responsibility of the subject class(es)?

The incumbent takes independent action within the legal limits of RN licensure.

6. What would be the consequence of error if incumbents in the subject class(es) did not perform their jobs? (Program problems, lost funding, public safety compromised, etc.)

A RN, CF failure to perform the duties identified could result in patient death.

7. What are the analytical requirements expected of incumbents in the subject class(es)?

The RN, CF plans and implements nursing care including administration of medication, documents nursing care in the medical record, and maintains and prepares other records and reports.

8. What are the purpose, type, and level of contacts incumbents in the subject class(es) make?

The RN, CF performs assessments and ongoing monitoring of patients' physical and psychosocial status, collaborates with physicians and other health care providers, instructs departmental and other staff on health issues, and serves as a nursing expert on various committees.

NEED FOR NEW CLASS (if necessary)

9. For New classes only: what existing classes were considered and why were they not appropriate?

NA

MINIMUM QUALIFICATIONS

10. What are the proposed or current minimum qualifications of the subject class(es), and why are they appropriate? (Include inside and outside experience patterns.)

Possession of a current license as a Registered Nurse in California. (Applicants who do not meet this requirement will be admitted to the examination, but they must secure the required license before they will be considered eligible for appointment.) No changes in minimum qualifications are proposed.

PROBATIONARY PERIOD

☐ Six Months

11. If a probationary period other than six months is proposed, what is the rationale?

The RN, CF class is a full journey-level classification providing hands-on medical care to inmate patients. The RN, CF is the only hand-on RN class within State service requiring a six (6) month probationary period; all other RN classes have a twelve (12) month probationary period. Given the nature and sensitivity of the work performed, a twelve (12) month probationary period is also appropriate the RN, CF and will provide sufficient time to evaluate employees to ensure successful job performance.

STATUS CONSIDERATIONS (see additional information in Part D).**12. What is the impact on current incumbents?**

Current incumbents will not be impacted. New hires into the RN, CF class will serve the 12-month probationary period upon adoption of this change.

13. Will current employees move by examination, transfer, reallocation, split-off, etc.? Explain rationale.

NA

CONSULTED WITH**14. In addition to the departmental contacts listed on the cover sheet, list the names and affiliations of persons who were consulted during the development of this proposal.**

Kathy Stigall, Deputy Director, Plata Personnel Services

**STATE PERSONNEL BOARD
NON-HEARING CALENDAR
RE: BOARD DATE NOVEMBER 5, 2007**

(Cal. 11/05/07)

MEMO TO : STATE PERSONNEL BOARD
FROM : MIKE STRAZZO, Merit Operations Division
SUBJECT : Non-Hearing Calendar Items for Board Action

Page**DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE)**

201

The California Department of Forestry and Fire Protection (CAL FIRE) is proposing to revise the Chief series specification. The revision includes changes to the minimum qualifications (MQs) of the Assistant Chief (Supervisory) classification; updates to the tasks, knowledge, skills, abilities, and terminology of the series based on a recently completed job analysis; addition of a driver's license requirement to the MQs for all classes within the Chief series; and abolishment of the Deputy Chief classification, as the department no longer uses this classification.

TO: STATE PERSONNEL BOARD

FROM: Kathy Darling
Department of Personnel Administration

REVIEWED BY: Debra Thompson, Program Manager
Department of Personnel Administration

Josie Fernandez, Program Manager,
Classification and Compensation Division
Department of Personnel Administration

SUBJECT: Proposed changes to the Chief, Department of Forestry and Fire Protection classification series, including three class abolishments, broadened minimum qualifications for the Assistant Chief class; and updating the series specification.

SUMMARY OF ISSUES:

The California Department of Forestry and Fire Protection (CAL FIRE) is proposing to revise the Chief series specification. The revision includes changes to the minimum qualifications (MQs) of the Assistant Chief (Supervisory) classification; updates to the tasks, knowledge, skills, abilities, and terminology of the series based on a recently completed job analysis; addition of a driver's license requirement to the MQs for all classes within the Chief series; and abolishment of the Deputy Chief classification, as the department no longer uses this classification.

Additionally, CAL FIRE is proposing to abolish the classifications of Battalion Chief (Supervisory) and Assistant Chief (Nonsupervisory). CAL FIRE has not used these two classifications since 2002, when CAL FIRE, the Department of Personnel Administration (DPA) and CDF Firefighters representing Bargaining Unit 8, agreed that no future appointments would be made to either the Battalion Chief (Supervisory) or Assistant Chief (Nonsupervisory) classifications.

CAL FIRE proposes to add the requirement for possession of a valid driver license to the MQs for all classes in the Chief series as certain positions in these classifications are required to drive a state-owned vehicle on a regular basis. This proposal also adds a requirement for a background investigation for all positions that are designated peace officers pursuant to Government Code Section 1031(d).

CONSULTED WITH:

Ken McLean, Deputy Director, Fire Protection Programs, CAL FIRE
Del Walters, Assistant Region Chief, CAL FIRE
Scott Holmquist, Assistant Deputy Director, Fire Protection Operations, CAL FIRE
Doug Blangsted, Assistant Chief (Supervisory), CAL FIRE
Gary Marshall, Assistant Chief (Supervisory), CAL FIRE
Alfonso Ramirez Jr., State Personnel Board

In accordance with the terms of the DPA/CDF Firefighters contract, DPA has notified the union in writing of this proposal.

CLASSIFICATION CONSIDERATIONS:

See attached proposal.

RECOMMENDATIONS:

1. That the classifications of Battalion Chief (Supervisory), Assistant Chief (Nonsupervisory), and Deputy Chief be abolished.
2. That the proposed revised Chief, Department of Forestry and Fire Protection classification series specification, as shown in this calendar, be adopted.

CLASSIFICATION CONSIDERATIONS

Instructions: Complete after if Concept (Part A) is approved by DPA. Answer all applicable questions, providing enough information to support your proposal. Return this with a signed transmittal form to your DPA and SPB Analysts.

Background

1. **Provide some historical perspective about the organizational setting of the subject class(es) and the needs that this request addresses.**

The Department of Forestry and Fire Protection (CAL FIRE) is an emergency response and resource protection department. CAL FIRE serves and safeguards the people and protects the property and resources of California. The department's various programs work together using ongoing assessments of the condition of natural resources and challenges of an increasing population to plan protection strategies for California.

Classifications within the Chief Series deliver fire protection and emergency response services for private and State-owned forest, range, and watershed lands. CAL FIRE responds to more than 5,600 wildland fires that burn over 172,000 acres each year. In addition, CAL FIRE provides a wide variety of emergency services in 36 of the State's 58 counties via contracts with local governments. In a state as large and as populated as California, cooperative efforts via contract and agreements between State, Federal, and local agencies are essential to respond to emergencies like wildland and structure fires, floods, earthquakes, hazardous material spills, medical aids, and even terrorist attacks. Because of these types of cooperative efforts, fire engines and crews from many different agencies may respond to the scene of an emergency. Department personnel also answer the call more than 300,000 times for other emergencies, including automobile accidents, swift water rescues, civil disturbances, search and rescues, and train wrecks.

Historically, within the Chief Series, the classification of Assistant Chief has also been used to perform higher level resource management duties, such as managing a major statewide or region resource management program, overseeing an entire unit resource management program, or managing the largest State forest. However, CAL FIRE is in the process of reassessing the allocation of Assistant Chiefs to perform resource management functions. Currently the department has approximately 15 Assistant Chief positions performing resource management duties, and it intends to transition these duties back to the Forester series. Separate from this proposal, CAL FIRE is working on a revision to the Forester Series specification that will revive the Forester III classification. Once the Forester III has been reestablished, the department envisions assigning to it the higher level Resource Management responsibilities currently being performed by Assistant Chiefs.

Thus, this Chief Officer specification revision reflects the removal of resource management responsibilities from the Assistant Chief classification and reflects the fact that CAL FIRE will no longer use Assistant Chief classifications to perform or oversee resource management functions.

In December 2006 CAL FIRE completed a job analysis of the Chief Officer Series. The job analysis reviewed literature relevant to the Chief Officer Series, including the existing

series specification and department duties statements covering the different classifications involved in the study. CAL FIRE Human Resources staff also met with consultants/subject matter experts to develop inventories of tasks and knowledge, skills, and abilities (KSAs) that reflected current requirements for successful job performance in each analyzed classification; to identify essential tasks and required KSAs; to link the tasks to the KSAs; and to identify other issues within the series.

The job analysis identified essential tasks and important KSAs that need to be added to the specification. The analysis also indicated that CAL FIRE no longer uses the classification of Deputy Chief and recommended removal of references to this classification from the specification.

CAL FIRE is also proposing to abolish the classifications of Battalion Chief (Supervisory) and Assistant Chief (Nonsupervisory). The department has not used these two classifications since 2002, when CAL FIRE, the Department of Personnel Administration (DPA) and CDF Firefighters, representing Bargaining Unit 8, agreed that no future appointments would be made to either the Battalion Chief (Supervisory) or Assistant Chief (Nonsupervisory) classifications.

In addition, the department has identified the need to revise the minimum qualifications for Battalion Chief and Assistant Chief to emphasize the criticality of fire protection experience, training, and education and has updated the Definition of Levels to reflect current use of the classification.

The Definition of Series has also been updated to reflect a more accurate description of how classifications are used in the series.

The current minimum qualifications for the Battalion Chief (Nonsupervisory) are promotional, and Pattern I requires three years experience in California state service performing the duties of a Fire Captain or Forestry Assistant II. However, this existing pattern no longer reflects CAL FIRE's recruitment strategies. The department no longer considers experience as a Forestry Assistant II sufficient to qualify an individual to take the Battalion Chief exam. Based on the findings in the job analysis, CAL FIRE is placing more emphasis on the importance of fire protection experience, training, and education for Battalion Chief positions. Therefore, the department proposes to remove the references to Forestry Assistant II from the existing pattern.

The current minimum qualifications for the Assistant Chief (Supervisory) are promotional, and require two years experience performing the duties of a Battalion Chief, Fire Prevention Officer I, or Forester I. However, this existing pattern no longer reflects CAL FIRE's recruitment strategies. First, the department no longer uses Fire Prevention Officer I (and has not for some time) and proposes to remove references to this classification from the minimum qualifications.

Although CAL FIRE no longer uses Fire Prevention Officer I, it does not propose to abolish the classification at this time. The department is considering the possibility of using this class again in the future, and therefore wishes to leave it in the payscales.

In addition, the department no longer considers experience as a Forester I sufficient to qualify an individual to take the Assistant Chief exam. Based on the findings in the job analysis, CAL FIRE is placing more emphasis on the importance of fire protection experience, training, and education for Assistant Chief positions. Therefore, the department proposes to remove the references to Forester I from the existing pattern.

The Job Characteristics have also been changed to remove the reference that certain positions at the Assistant Chief level require possession of a valid license as a professional Forester issued by the California State Board of Forestry.

This proposal also eliminates the Deputy Chief classification from the specification. CAL FIRE no longer uses the Deputy Chief, has no incumbents in the classification, and the classification itself has been assigned a Footnote 24 in the State Payscale, meaning that it has been identified to be abolished when it is vacant. Based on these factors, there is no longer a need to retain the classification in the specification.

In addition, this proposal revises the Unit Chief Definition of Levels to reflect current use of the classification, and revises the minimum qualifications to remove the first pattern of one year in California state service performing the duties of a Deputy Chief or Forester III and to remove references to the Fire Prevention Officer II from the second pattern. As described above, CAL FIRE is proposing to remove the Deputy Chief from the specification and no longer has any incumbents in the classification. Therefore, there is no need to retain references to Deputy Chief in the Unit Chief minimum qualifications.

Furthermore, with its emphasis on fire protection experience, training, and education, the department has determined that experience as a Forester III is no longer sufficient to qualify an individual to take the Unit Chief exam and proposes to remove this classification from the Unit Chief minimum qualifications. Finally, CAL FIRE no longer uses Fire Prevention Officer II and has not for some time and therefore proposes to eliminate this pattern to Unit Chief. As described above, however, the department wishes to retain the Fire Prevention Officer II in the paycales in the event that the classification may be used again in the future.

CAL FIRE employees who choose to pursue a career path in the fire protection field may have the ability to gain the necessary fire protection experience, training, and education at a lower level fire protection classification.

Certain positions in these classifications are required to drive a state owned vehicle on a regular basis. In addition, during large scale emergencies such as wildland and structure fires, floods, earthquakes, and hazardous material spills, all positions within the Chief series classifications are required to respond in state owned vehicles. As such, CAL FIRE proposes to add the requirement for possession of a valid driver license to the minimum qualifications for all classes in the Chief series.

This proposal also adds a requirement for a background investigation for all positions, regardless of classification, that are designated as peace officers. CAL FIRE proposes to add this requirement pursuant to Government Code Section 1031(d), which states that each class of public officers or employees declared by law to be peace officers shall be "of good moral character, as determined by a thorough background investigation." A background investigation will be conducted prior to appointment to a position that is designated as a peace officer; however, current employees who have maintained their peace officer status in good standing will not be required to undergo a new background investigation upon appointment to a position that is designated as a peace officer.

Classification Considerations

2. What classification(s) does the subject class(es) report to?

An Assistant Chief (Supervisory) typically reports to an Assistant Chief (Supervisory) with Differential, a Unit Chief, or a Forestry and Fire Protection Administrator (FFPA).

An Assistant Chief (Supervisory) with Differential typically reports to a Unit Chief or an FFPA.

A Unit Chief reports to an Assistant Region Chief (CEA, Level 2).

3. Will the subject class(es) supervise? If so, what class(es)?

An Assistant Chief (Supervisory) with Differential typically supervises Assistant Chief (Supervisory), Battalion Chief, Fire Captain, Fire Apparatus Engineer, Firefighter II, Firefighter I, Forestry Equipment Manager I/II, Forestry Logistics Officer I/II, local government contract employees, and various support staff and clerical classifications.

An Assistant Chief (Supervisory) typically supervises Battalion Chief, Fire Captain, Fire Apparatus Engineer, Firefighter II, Firefighter I, Forestry Equipment Manager I/II, Forestry Logistics Officer I/II, local government contract employees, and various support staff and clerical classifications.

A Unit Chief typically supervises Assistant Chief (Supervisory) with Differential, Assistant Chief (Supervisory), local government contract employees, and various support and clerical classifications.

4. What are the specific duties of the subject class(es)?

Assistant Chief (Supervisory):

This is the full supervisory level. Typical Assistant Chief work assignments in units, regions, or headquarters involve staff and support responsibility in emergency dispatching, supervisory fire suppression, classroom and field training, fire prevention, air attack base management, fire protection planning, unit administration, conservation camp and conservation training center management, public information, arson investigation, vegetation management, and when full fire protection services are provided under contract, may also perform fire marshal duties.

In 1996, CAL FIRE revised the Chief Officer series specification to enable Assistant Chiefs to function as high level managers of major statewide or region Resource Management programs, to oversee a unit Resource Management program, or to manage the largest State forest. However, in recent years, the department has reassessed its philosophy on how to use the Assistant Chief classification, culminating with the current emphasis on fire protection experience and training. Although the CAL FIRE currently has 15 Assistant Chief positions performing resource management duties, it intends to transition these duties back to the Forester series. Separate from this proposal, CAL FIRE is working on a revision to the Forester Series specification that will revive the Forester III classification. Once the Forester III has been reestablished, the department envisions assigning to it the higher level Resource Management responsibilities currently being performed by Assistant Chiefs.

As such, this Chief Officer specification revision reflects the removal of resource management responsibilities from the Assistant Chief classification and reflects the fact

that CAL FIRE will no longer use Assistant Chief classifications to perform or oversee resource management functions.

In addition to the duties described above, Assistant Chiefs (Supervisory) provide Duty Chief coverage; analyze and assure that emergency resources, personnel, and equipment are trained, available, and ready to respond to fires and other emergencies; establish incident objectives and ensure the effective management and mitigation of emergencies. They supervise staff (e.g., prioritize and assign work, provide training, provide technical assistance, conduct employee evaluations, and provide progressive discipline when necessary); ensure that a hostile free work environment is maintained; ensure consistent application of CAL FIRE Fire Prevention, Pre-Fire Engineering, Education, Information, Volunteers-in-Prevention (VIP), and Law Enforcement policies and procedures. Assistant Chiefs (Supervisory) have responsibility for the preparation, formulation, and coordination of budgets and spending plans; they review and approve interagency billing packages, contracts and agreements for both the State and cooperators; liaise with Sacramento/Region, county, and local government staff on operational and administrative issues; ensure that unit operations are consistent with the department's Strategic Plan, Fire Plan, and Board of Forestry policies; liaise with Department of Corrections and Rehabilitation staff to ensure that the Cooperative Program functions within the policies and guidelines of both agencies; ensure that the health and welfare of employees and volunteers are protected through a pro-active health and safety program consistent with the department's policy and in accordance with CCR, Title 8; maintain currency in required training and/or licenses mandated by State and Federal laws, and CAL FIRE policy; and effectively communicate at all organizational levels both internally and externally. The Definition of Levels and Knowledge and Abilities sections have been updated to reflect these changes.

Unit Chief:

This is the administrative level for this series. Unit Chiefs have management responsibility for a specified geographical area called a unit.

Unit Chiefs review, analyze, and ensure the development and implementation of the Unit's Fire Plan and Fire Prevention Program; ensure that the unit's policies are consistent with the department's Strategic Plan, Fire Plan, and Board of Forestry and fire protection policies; manage and oversee the law enforcement program; liaise with Sacramento/Region, county, and local government staff on operational and administrative issues; administer and manage program budget; ensure that emergency resources, personnel, and equipment are trained, available, and ready to respond to fires and other emergencies; evaluate and ensure that the unit's training program meets statutes, departmental policies, and mission; develop and maintain positive relationships with assisting and cooperating agencies; and provide guidance and leadership to unit staff. The Definition of Levels and Knowledge and Abilities sections have been updated to reflect these changes.

5. What is the decision-making responsibility of the subject class(es)?

Assistant Chief (Supervisory):

In a unit, Assistant Chiefs are responsible for the unit's administrative or operations functions (including emergency response). Positions at this level make budgetary decisions relating to emergency incident management, assign and reassign Battalion

Chiefs and other staff, determine staffing patterns, determine priorities for facility maintenance, and administer interagency and local government contracts.

In a conservation camp, Assistant Chiefs make commitments relative to inmate crews and equipment assigned to work projects and/or emergency incidents.

In unit administration, Assistant Chiefs make decisions regarding the unit's budget, personnel issues (such as adverse actions or grievances), and have authority to contract with vendors for services.

In a region or headquarters office, Assistant Chiefs assist higher level managers with direction of a major fire protection or fire prevention program, or manage a statewide program.

Unit Chief:

In a unit, the Unit Chief has the authority to plan, manage, and administer all of the unit's programs, including administration, fire protection, and resource management. Independent decisions include ability to broaden or narrow the scope of departmental policies, negotiate and enter into mutual aid agreements, and negotiate cooperative fire agreements with local government agencies.

- 6. What would be the consequence of error if incumbents in the subject class(es) did not perform their jobs? (Program problems, lost funding, public safety compromised, etc.)**

Assistant Chief (Supervisory):

In a unit, Assistant Chiefs must ensure that emergency resources, personnel, and equipment are trained, available, and ready to respond to fires and other emergencies. In order to maintain emergency incident operation objectives, Assistant Chiefs must determine appropriate staffing patterns. Inadequate staffing patterns could result in delayed response times to emergency incidents.

In a conservation camp, Assistant Chiefs must determine appropriate actions/decisions regarding work project development and implementation. Inappropriate decisions could cause considerable delays in achieving project goals and may cause ineffective relationships with other agencies, particularly the Department of Corrections and Rehabilitation.

In unit administration, Assistant Chiefs are responsible for overall management of the unit's budget and personnel issues. Improper fiscal analysis could result in serious loss of funding for resources needed to respond to emergency incidents.

In a region or headquarters office, Assistant Chiefs assist management with policy development and implementation by keeping current on changing fire service technology, management techniques, and trends for possible implementation. Ineffective or outdated policy could jeopardize the safety of employees, volunteers, and the public; and result in a lawsuit against the department or State.

Unit Chief:

Inappropriate actions and decisions could compromise the successful operation of a unit, affecting CAL FIRE's emergency response and resource capability.

In carrying out its fire protection mission, CAL FIRE relies heavily on its relationships with allied agencies (State, Federal, and local). Compromising interagency relationships could be detrimental to CAL FIRE's cooperative efforts.

7. What are the analytical requirements expected of incumbents in the subject class(es)?

Assistant Chiefs (Supervisory) must be able to interpret and implement departmental codes, rules, MOUs, policies, and procedures including fiscal, property, procurement, personnel policies, and standards. Positions at this level must demonstrate leadership and effectively plan and organize work programs; analyze and ensure that emergency resources, personnel, and equipment are trained, available, and ready to respond to fires and other emergencies; establish incident objectives and ensure effective management and mitigation of emergencies; and develop and maintain plans for cooperative fire protection and emergency services systems.

Unit Chiefs must be able to interpret and implement departmental policies in addition to applicable laws, rules, and regulations. Unit Chiefs are required to evaluate and plan for a unit, reason logically and creatively, resolve complex governmental and managerial problems, and formulate and administer departmental policies and programs.

8. What are the purpose, type, and level of contacts incumbents in the subject class(es) make?

All levels in the Chief Series have frequent contact with city, county, State, and Federal agencies such as fire departments, boards of supervisors, political members, the Office of Emergency Services (OES), the U.S. Forest Service, and other city, county, State, and Federal emergency response agencies (e.g., sheriff, police departments, etc.) Some positions also have contact with environmental groups, private industry/companies, media, and the general public. The purpose of these contacts includes coordinating efforts on emergency incidents and negotiating contracts.

Need for New Class (if necessary)

9. For new classes only: what existing classes were considered and why were they not appropriate?

Not applicable.

Minimum Qualifications

10. What are the proposed or current minimum qualifications of the subject class(es), and why are they appropriate? (Include inside and outside experience patterns.)

(1) This proposal revises the minimum qualifications for Battalion Chief (Nonsupervisory) to read as follows:

Either I

Three years of experience in California state service performing the duties of a Fire Captain.

Or II

Five years of experience in California state service performing the duties of a Heavy Fire Equipment Operator (two years of which must have been as a result of successful completion of a formal Training and Development assignment to the Fire Captain classification) and successful completion of basic fire control training.

(Applicants who are within six months of satisfying the experience requirement for either Pattern I or II will be admitted to the examination, but must fully meet the experience requirement before being eligible for appointment.)

As written, the minimum qualifications for Battalion Chief (Nonsupervisory) no longer reflect CAL FIRE's recruitment strategies. With its emphasis on fire protection experience, training, and education, the department has determined that time as a Forestry Assistant II is no longer sufficient to qualify an individual to take the Battalion Chief (Nonsupervisory) exam and proposes to remove this classification from the Battalion Chief minimum qualifications.

- (2) This proposal revises the minimum qualifications for Assistant Chief (Supervisory) to read as follows:

Two years of experience in California state service performing the duties of a Battalion Chief (Nonsupervisory).

(Applicants who are within six months of satisfying the experience requirement for either Pattern I or II will be admitted to the examination, but must fully meet the experience requirement before being eligible for appointment.)

The existing Assistant Chief pattern no longer reflects CAL FIRE's recruitment strategies. The department has placed an added emphasis on the importance of fire protection experience, training, and education for these critical positions. As such, the proposal removes from the minimum qualifications references to classifications that are no longer applicable.

The classification of Fire Prevention Officer I is no longer used by the department and has not been for some time, so it is being removed from the minimum qualifications. In addition, because the department no longer considers experience as a Forester I enough to qualify an individual to take the Assistant Chief exam, this classification is also being removed from the existing pattern.

- (3) Since the department no longer uses the classification of Deputy Chief, it has been identified to be abolished. Thus, the department proposes to remove all references to Deputy Chief, including the minimum qualifications, from the specification.
- (4) The proposal revises the minimum qualifications for the Unit Chief to read as follows:
- Two years of experience in California state service performing the duties of an Assistant Chief (Supervisory) or Assistant Chief (Nonsupervisory) with Fire Administration/Fire Operations experience. (Applicants who are within six months of satisfying the experience requirement will be admitted to the examination, but must fully meet the experience requirement before being eligible for appointment.)

The proposal removes the first pattern of one year in California state service performing the duties of a Deputy Chief or Forester III, and removes reference to the Fire Prevention Officer II from the second pattern. As described above, CAL FIRE is proposing to remove the Deputy Chief from the specification and no longer has any incumbents in the classification. Therefore, there is no need to retain references to Deputy Chief in the Unit Chief minimum qualifications. In addition, with its emphasis on fire protection experience, training, and education, the department has determined that time as a Forester III is no longer sufficient to qualify an individual to take the Unit Chief exam and proposes to remove this classification from the Unit Chief minimum qualifications as well. Finally, CAL FIRE no longer uses Fire Prevention Officer II and has not for some time and therefore proposes to eliminate this pattern to Unit Chief.

- (5) The proposal adds the requirement for possession of a valid driver license to the minimum qualifications for all classes in the Chief series. Certain positions within the series are required to drive a state owned vehicle on a regular basis. In addition, during large scale emergencies such as wildland and structure fires, floods, earthquakes, and hazardous material spills, all positions within the Chief series classifications are required to respond in state owned vehicles. Therefore, CAL FIRE believes that it is critical to include the possession of a valid driver license as a minimum qualification.
- (6) The proposal adds a requirement for a background investigation for all positions, regardless of classification, that are designated as peace officers. CAL FIRE proposes to add this requirement pursuant to Government Code Section 1031(d), which states that each class of public officers or employees declared by law to be peace officers shall be "of good moral character, as determined by a thorough background investigation."

A background investigation will be conducted prior to appointment to a position that is designated as a peace officer; however, current employees who have maintained their peace officer status in good standing will not be required to undergo a new background investigation upon appointment to a position that is designated as a peace officer.

- (7) The proposal updates the Knowledge and Abilities for Assistant Chief and Unit Chief to reflect competencies now required for those classifications.
- (8) The proposal makes changes to the Felony Disqualification and Citizenship Requirements language and adds an Age Requirement and an Education Requirement for positions designated as peace officers. These changes reflect current standard terminology regarding peace officer positions.

Probationary Period

- ☐ The probationary period is six months

11. If a probationary period other than six months is proposed, what is the rationale?

No changes to the probationary period are being proposed.

Status Considerations

12. What is the impact on current incumbents?

There are no incumbents in the Deputy Chief classification, and there is no impact to the current incumbents in the classes of Battalion Chief (Nonsupervisory), Assistant Chief (Supervisory), and Unit Chief. This specification revision will (1) revise the minimum qualifications for the Battalion Chief (Nonsupervisory), Assistant Chief (Supervisory), and Unit Chief classifications; (2) abolish the classifications of Battalion Chief (Supervisory) and Assistant Chief (Nonsupervisory), which have not been used since 2002; (3) update the definition of levels, knowledge, skills, and abilities, and terminology based on a recently completed job analysis of the series; and (4) abolish the Deputy Chief classification, as the department no longer uses this classification. CAL FIRE employees who choose to pursue a career path in the fire protection field may have the ability to gain the necessary fire protection experience, training, and education at a lower level fire protection classification.

13. Will current employees move by examination, transfer, reallocation, split-off, etc.? Explain rationale.

Not applicable.

Consulted With

14. In addition to the departmental contacts listed on the cover sheet, list the names and affiliations of persons who were consulted during the development of this proposal.

Ken McLean, Deputy Director, Fire Protection Programs, CAL FIRE

Del Walters, Assistant Region Chief, CAL FIRE

Scott Holmquist, Assistant Deputy Director, Fire Protection Operations, CAL FIRE

Doug Blangsted, Assistant Chief (Supervisory), CAL FIRE

Gary Marshall, Assistant Chief (Supervisory), CAL FIRE

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

CHIEF, DEPARTMENT OF FORESTRY AND FIRE PROTECTION
Series Specification
(Established July 28, 1971)

SCOPE

This series specification describes ~~six~~ three Chief classes used in the California Department of Forestry and Fire Protection.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
BX60	9723	Battalion Chief (Nonsupervisory)
BX70	1051	Battalion Chief (Supervisory)
BX39	9724	Assistant Chief (Nonsupervisory)
BX40	1039	Assistant Chief (Supervisory)
BX30	1038	Deputy Chief
BX20	1037	Unit Chief

DEFINITION OF SERIES

The Chief series describes work concerned primarily with ~~ranger unit administration which consists of~~ an integrated program of multipurpose forestry and fire protection activities ~~within a specified geographical area~~ including response to emergencies of all types, and protection of the State's natural resources.

Levels within the series ~~are used to perform~~ fire protection and/or emergency response program management functions within ranger units, State forests at headquarters, regions, units, and conservation camps as well as perform. Program management includes planning, ~~coordinating and technical services functions at the region, area and headquarters offices of the Department~~ development, and administration of the department's programs.

Positions in the series deliver fire protection ~~and resource management~~ services for private and State-owned forest, range, and watershed lands by protecting such lands from damage by fire; by reducing the occurrence of human-caused fires; by holding structural, improvement, and wildland fire losses to a minimum; by maintaining continual preparedness and capability to assist in the protection of life and property in the event of human-caused or natural disasters and other emergency situations; and by providing contractual fire and emergency services to local government.

Typical work assignments in units, regions, or headquarters offices involve staff and support responsibility in emergency dispatching, supervisory fire suppression, classroom and field training, fire prevention, air attack base management, fire protection planning, ~~ranger~~ unit administration, conservation camp and conservation training center management, public information, arson investigation, ~~forest practice regulation, State forest and nursery management, environmental protection, urban forestry,~~ vegetation management, ~~forest pest management,~~ and when full fire protection services are provided under contract, may also perform fire marshal duties.

JOB CHARACTERISTICS

Certain positions in these classifications require peace officer status as a condition of appointment and continued employment.

~~Certain positions at the Assistant Chief level require possession of a valid license as a professional Forester issued by the California State Board of Forestry.~~

FACTORS AFFECTING POSITION ALLOCATION

Difficulty of assignments, complexity of work, variety of activity, geographic responsibility area, independence of action and decision, supervision received, and in the higher levels, degree of program control and influence on methods of program performance serve as differentiating factors between individual classes.

DEFINITION OF LEVELS

BATTALION CHIEF (NONSUPERVISORY)

This is the first working level. Battalion Chiefs (Nonsupervisory) perform staff and support functions of comparable difficulty and responsibility as either ~~ranger~~ unit or Academy training officers, fire protection planning and/or prevention officers, local government fire marshals, or as region command center officers. In a headquarters or region assignment, a Battalion Chief provides staff support to a higher level manager who has responsibility for a major Department program. Responsibilities may include arson investigation activities, and relief field battalion coverage.

~~BATTALION CHIEF (SUPERVISORY)~~

~~This is the first supervisory level. Supervisory Battalion Chiefs perform, under direction, as subunit managers with responsibility for either an assigned field battalion, a ranger unit command center, a~~

~~ranger unit training program, an air attack base, or a ranger unit fire protection planning and/or prevention program; and serve as Academy instructors. Responsibilities may include arson investigation activities, and relief field battalion coverage.~~

~~ASSISTANT CHIEF (NONSUPERVISORY)~~

~~This is the staff specialist level. In a region, area, or headquarters office, Assistant Chiefs (Nonsupervisory) assist higher-level managers with direction of a major fire protection, fire prevention or resource management program.~~

ASSISTANT CHIEF (SUPERVISORY)

This is the full supervisory level. In a typical ~~ranger~~ unit, Assistant Chiefs ~~supervise~~ serve as Division Chiefs supervising either the entire administrative program, operations program, ~~or resource management programs.~~ or conservation camp. Assistant Chiefs may also serve as an Executive Officer in very large and complex ranger units or manage the largest State forest. In ranger units with large operations or resource management program staff, may supervise a segment of one of these programs. In a region, area, or headquarters office, Assistant Chiefs supervise program staff and assist higher-level managers with direction of a major fire protection, fire prevention or resource management program, or manage a statewide program.

Positions at this level ensure consistent application of the Department's Fire Prevention, Pre-Fire Engineering, Education, Information, Volunteers in Prevention, and Law Enforcement policies and procedures.

In unit administration, Assistant Chiefs are responsible for the unit's budget, personnel functions, including the selection, hiring, assignment, staffing, training, performance, promotion, discipline, and grievances of permanent, seasonal, and volunteer employees; Assistant Chiefs in administration will also have other unit program responsibilities such as the Emergency Command Center, Mobile Equipment, Fire Prevention, or Training and Safety.

In unit operations, Assistant Chiefs assure that emergency resources, personnel, and equipment are trained, available, and ready to respond to fires and other emergencies; establish incident objectives and ensure the effective management and mitigation of emergencies; coordinate, develop, and implement the unit's Emergency Resource Directory, County Emergency Response Plan, Local Government Mutual Aid Plans, Local Government Automatic Aid Plans, and Interagency Operational Plans.

In a conservation camp, Assistant Chiefs liaise with the Department of Corrections and Rehabilitation staff to ensure the cooperative program

function within the policies and guidelines of both agencies; direct the workday custody, training, and daily ratings of inmates and wards; responsible for planning, developing, inspecting, implementing, and evaluating work projects for Federal, State, and local agencies.

In a region or headquarters office, Assistant Chiefs serve as Division Chiefs supervising program staff and assisting higher level managers with direction of a major fire protection or fire prevention program. Assistant Chiefs may have other unit program responsibilities.

Assistant Chiefs may also serve as Deputy Chiefs in very large and complex units or have staff responsibility for program direction in a region or headquarters office.

~~DEPUTY CHIEF~~

~~Deputy Chiefs have staff responsibility for program direction in Department of Forestry and Fire Protection activities of major importance at region or department headquarters; and serve as executive officers in a large and complex ranger unit.~~

UNIT CHIEF

This is the administrative level for this series. Unit Chiefs have management responsibility for a specified geographical area called a ~~ranger~~ unit.

Positions at this level provide guidance and leadership to subordinate supervisors and unit employees and oversee all operational and administrative functions within a unit; and ensure unit compliance with Federal and State laws, and departmental policies and procedures.

Unit Chiefs assure that emergency resources, personnel, and equipment are trained, available, and ready to respond to fires and other emergencies; ensure the unit coordinates, develops, and implements the unit's Interagency Operational Plans; serve as State Office of Emergency Services Operational Area Coordinator; coordinate with local governing bodies to prepare and implement contractual fire protection services; and liaise with Department of Corrections and Rehabilitation staff to ensure that cooperative programs function within the policies and guidelines of both agencies.

Positions at this level also review, analyze, and ensure the development and implementation of the unit's Fire Plan and Fire Prevention Program, including law enforcement, civil cost recovery, Fire Safe and Land Use Planning, and promote public interest and participation in fire prevention efforts.

Unit Chiefs oversee a unit's administrative functions, including purchasing, acquisition, storage, inventory, distribution of supplies and equipment; budget management; and personnel management, including the selection, hiring, assignment, staffing, training, performance,

promotion, discipline, and grievances of permanent, seasonal and
volunteer employees. Positions at this level also review and

recommend Capital Outlay Budget Change Proposals and special repairs priorities, serve as unit contact for internal and external audits, and ensure that the mobile equipment fleet is managed, operated, and maintained safely.

Unit Chiefs serve as the unit contact, developing and maintaining positive working relationships with various groups, including political officials and governmental representatives at the Federal, State, and local levels, cooperating agencies, media, landowners, and specialists from within the department and from outside organizations.

MINIMUM QUALIFICATIONS

Breadth of experience through a variety of job assignments is a factor in planned manager development for the Chief series. Positions at Battalion Chief and Assistant Chief may be utilized where possible and practicable for rotational assignments in order to enhance the breadth of knowledge and experience.

ALL LEVELS:

All classes in the series require possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. (Applicants who do not possess the license will be admitted to the examination but must secure the license prior to appointment.)

BATTALION CHIEF (NONSUPERVISORY)
~~BATTALION CHIEF (SUPERVISORY)~~

Either I

Three years of experience in the California state service performing the duties of a Fire Captain ~~or Forestry Assistant II.~~

Or II

Five years of experience in the California state service performing the duties of a Heavy Fire Equipment Operator (two years of which must have been as a result of successful completion of a formal Training and Development assignment to the Fire Captain classification) and successful completion of basic fire control training. (Applicants who are within six months of satisfying the experience requirement for either Pattern I or II will be admitted to the examination, but must fully meet the experience requirement before being eligible for appointment.)

~~ASSISTANT CHIEF (NONSUPERVISORY)~~
ASSISTANT CHIEF (SUPERVISORY)

Two years of experience in the California state service performing the duties of a Battalion Chief ~~(Supervisory), Battalion Chief~~

~~(Nonsupervisory), Fire Prevention Officer I, Forester I (Supervisory), or Forester I (Nonsupervisory).~~ (Applicants who are within six months of satisfying the experience requirement will be admitted to the examination, but must fully meet the experience requirement before being eligible for appointment.)

~~DEPUTY CHIEF~~

~~One year of experience in California state service performing the duties of an Assistant Chief (Supervisory), Assistant Chief (Nonsupervisory), Fire Prevention Officer II, Forester II (Supervisory) or Forester II (Nonsupervisory). (Applicants who are within six months of satisfying the experience requirement will be admitted to the examination, but must fully meet the experience requirement before being eligible for appointment.)~~

UNIT CHIEF

Either I

~~One year of experience in California state service performing the duties of a Deputy Chief or Forester III.~~

Or II

Two years of experience in the California state service performing the duties of an Assistant Chief (Supervisory), ~~Assistant Chief (Nonsupervisory) or Fire Prevention Officer II~~ with Fire Administration/Fire Operations experience. (Applicants who are within six months of satisfying the experience requirement ~~for either Pattern I or II~~ will be admitted to the examination, but must fully meet the experience requirement before being eligible for appointment.)

KNOWLEDGE AND ABILITIES

BATTALION CHIEF (NONSUPERVISORY)

Knowledge of: Modern fire protection organization standards and management practices used to deliver wildland and structural fire protection, and other emergency services; fire laws and methods of enforcement; contemporary methods of emergency incident management including the Incident Command System, fire- and nonfire-related emergencies; natural and human-caused disasters; Emergency Command Center operations; Department and ~~ranger~~ unit level computer programs; safety practices; public education and information techniques; and training.

Ability to: Work effectively with timber operators, land owners, other fire protection agencies, and the public; and communicate effectively.

~~BATTALION CHIEF (SUPERVISORY)~~

~~Knowledge of: All of the above, and supervisory responsibilities under the Ralph C. Dills Act (Government Code 3512 to 3524); and a supervisor's role in promoting equal opportunity in hiring, development, and promotion of employees and for maintaining a work environment which is free of discrimination and harassment.~~

~~Ability to: All of the above, and fulfill supervisory responsibilities under the Ralph C. Dills Act; effectively promote equal opportunity in employment and maintain a work environment which is free of discrimination and harassment.~~

~~ASSISTANT CHIEF (NONSUPERVISORY)~~

~~Knowledge of: All of the above (except supervisory responsibilities), and command procedures for major emergencies; State of California fiscal, property, and personnel policies; environmental programs and forest and wildland management as practiced in California; policies, objectives, and standards established by the Board of Forestry; research and statistical methodology; and cooperative fire protection programs with Federal, State, and local agencies.~~

~~Ability to: All of the above (except supervisory responsibilities), and assume command of and organize and direct the work of a complex incident organization under critical time conditions on emergency operations of all types; develop program plans and standards; prepare and direct the preparation of comprehensive reports and analyses; and effectively communicate with local government and the private sector.~~

ASSISTANT CHIEF (SUPERVISORY)

Knowledge of: All of the above; and conservation camp organization and objectives; environmental programs and forest and wildland management as practiced in California; research and statistical methodology; cooperative fire protection programs with Federal, State, and local agencies. departmental codes, rules, MOUs, statutes, policies, and procedures, including fiscal, property, procurement, personnel policies, and standards; Department's budgeting process to develop or oversee the development of a program budget; mission, vision, and values of the Department; cooperative fire protection programs/agreements with Federal, State, and local agencies; principles, methods, and terminology of forest management, environmental (California Environmental Quality Act, National Environmental Protection Act), wildland management, and conservation; methods, principles, techniques, and fire hazard reduction methods to develop, implement, and document fire prevention programs; various State, local, and Federal laws, codes, and ordinances relating to land

use, life hazard, fire hazard, and risk reduction; Department's public information/education policy; contemporary methods of emergency incident management including the Incident Command System, the Standardized Emergency Management System, and the National Incident Management System; departmental command and control policies and procedures for emergencies; fire behavior; adverse effects of emergency operations; modern fire protection organization standards, management practices, operations, and programs used to deliver wildland and structural fire protection, and other emergency services; State forest and fire laws and methods of enforcement; conservation camp operations, organization, and objectives; California Department of Corrections and Rehabilitation laws and rules for fire crews; care, maintenance, application, and replacement of personal protective equipment, mobile equipment, facilities, infrastructure, and other equipment; law enforcement operations, techniques, and programs (e.g., cost recovery) and procedures; safe work practices to provide a safe work environment; methods to monitor activities and progress of departmental programs; research and statistical methodology; a supervisor's role in promoting equal opportunity in hiring, development, and promotion of employees and for maintaining a work environment which is free of discrimination and harassment; principles and methods of effective supervision and leadership, disciplinary actions, and employee evaluations; supervisory responsibilities under the Ralph C. Dills Act (Government Code 3512 to 3524); resources available for employees having personal or work-related problems; signs and symptoms to recognize a substance abuse problem and take appropriate corrective action; and employment interviewing principles and techniques used to select/hire personnel.

Ability to: All of the above, and ~~demonstrate leadership; effectively plan and organize work programs; develop program plans and standards; prepare and direct the preparation of comprehensive reports and analyses.~~ communicate effectively, including making presentations; exercise good judgment; perform at a command level on emergencies; respond to complaints or concerns from citizens; work effectively and cooperatively with others; effectively organize and conduct fire prevention, law enforcement, and public education programs; develop and maintain plans for cooperative fire protection and emergency services systems; participate in and assist with projects; combine details from several sources to reach a conclusion, develop program plans and standards, and evaluate and transfer strategic analysis into tactical action; interpret and explain codes, rules, and departmental policies and procedures; adjust in a changing work environment; demonstrate leadership and effective supervision under unusually stressful conditions in both emergency and nonemergency situations; effectively promote equal opportunity in employment and maintain a work environment which is free of discrimination and harassment; effectively coordinate the work of others and establish priorities to meet goals and objectives; identify problems and take appropriate

action when problems arise; effectively plan, organize, direct, and control programs, projects, and emergency operations; and fulfill supervisory responsibilities under the Ralph C. Dills Act.

~~DEPUTY CHIEF~~

Knowledge of: ~~All of the above.~~

Ability to: ~~All of the above.~~

UNIT CHIEF

Knowledge of: All of the above, and public relations methods and interagency relationships in fire protection and resource management programs in California; and cultural heritage and demographics.

Ability to: All of the above, and ~~manage programs in an assigned ranger unit such as developing and maintaining plans for mutual aid and cooperative fire protection systems; plan for and manage contractual fire protection and emergency services ensure that the~~ unit's policies are consistent with the department's Strategic Plan, Fire Plan, and Board of Forestry and fire protection policies.

FELONY DISQUALIFICATION

ALL LEVELS:

~~Existing law provides that persons convicted of a felony are disqualified from employment as peace officers. Such persons are not eligible to compete for, or be appointed to, positions in this class.~~ Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179 (b), or Division 2.5, Chapter 1, Article 4, Section 1722 (b). Except as provided for these by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class. This felony disqualification applies only to those positions designated as peace officers within these classes.

BACKGROUND INVESTIGATION

ALL LEVELS:

Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough

background investigation prior to appointment. This background investigation applies only to those positions designated as peace officers within these classes.

CITIZENSHIP REQUIREMENTS

ALL LEVELS:

Existing law provides that U.S. citizenship is required for appointment to a peace officer position. Persons who are not citizens may compete in the examination for this class, but must show proof of citizenship before appointment can be made to a peace officer designated position within these classifications. Pursuant to Government Code Section 1031 (a), in order to be a peace officer, a person must be either a U.S. citizen or be a permanent resident alien who is eligible for and has applied for U.S. citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

AGE REQUIREMENT

ALL LEVELS:

Existing law provides that a peace officer must be at least 18 years of age at the time of appointment.

EDUCATION REQUIREMENT

ALL LEVELS:

Existing law provides that a peace officer must be a high school graduate, pass the General Education Development (GED) Test indicating high school graduation level, pass the California High School Proficiency Examination, or have attained a two-year or four-year degree from an accredited college or university.

ADDITIONAL DESIRABLE QUALIFICATIONS

ALL LEVELS:

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Battalion Chief (Nonsupervisory)	1/18/95	4/23/96	4/23/96
Battalion Chief (Supervisory)	1/23/35	4/23/96	4/23/96
Assistant Chief (Nonsupervisory)	1/18/95	4/23/96	4/23/96
Assistant Chief (Supervisory)	2/6/34	4/23/96	4/23/96
Deputy Chief	1/18/52	4/23/96	4/23/96
Unit Chief	10/8/59	4/23/96	4/23/96

(Cal. 11/05/07)

MEMO TO : STATE PERSONNEL BOARD
FROM : MIKE STRAZZO, Merit Operations Division
SUBJECT : Staff Calendar Items for Board Information

Page

NONE PRESENTED